



FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

Director of Christian Service (updated 3-23-23)

The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 950 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

The Position

The Director of Christian Service develops, coordinates, and implements programs that promote social justice, service, and civic engagement. The Director will work closely with faculty, staff, and students to encourage a culture of social responsibility and Christian values and promote the qualities of the Profile of the Graduate at Graduation.

Key Responsibilities:

- Develop and lead the school's Christian Service program, including service opportunities, social justice programs and advocacy initiatives.
- Foster partnerships with community organizations, social justice advocates, and other schools to enhance service opportunities and promote community engagement.
- Work with the Campus Ministry team to provide opportunities for prayer, worship, and reflection that promote the Prep's Jesuit Catholic mission and identity.
- Create and manage a budget for the Christian Service program.
- Build relationships with students, families, faculty, staff, FP Mothers' and Fathers' clubs, and alumni to promote ongoing involvement in the Christian Service and Justice program.
- Develop and implement strategies to promote the qualities of the Profile of the Graduate at Graduation, including a commitment to social justice, critical thinking, moral and ethical discernment, and responsible leadership.
- Collect and analyze data to measure the effectiveness of the program and report progress to school leadership.
- Organize assemblies for students on service and justice. Assist underclass mentor groups in discerning their required group project. Organize the annual Christmas Crafts, Valentine's Card, and Academic Trivia projects.
- Develop a curriculum for the senior service course to be utilized each cycle by service teachers.
- Manage and track student service hours, ensuring compliance with school service requirements and providing necessary documentation for fulfilling graduation requirements and for scholarship and award opportunities.
- Maintain accurate and up-to-date records of student participation in service and justice activities.

- Attend local, regional, and national meetings of service directors as part of professional collaboration and development.

Qualifications:

- A practicing Catholic with a strong understanding of Catholic Social Teaching and Ignatian Spirituality.
- A minimum of a Bachelor's degree in religious studies or a related field. A Master's degree is preferred.
- Experience in program development and implementation, preferably in a high school or college setting.
- Excellent communication, interpersonal, and leadership skills.
- Demonstrated ability to work collaboratively with faculty, staff, students, and community partners.
- Flexibility to work evenings and weekends as needed.

The Director of Christian Service plays a critical role in shaping the social and ethical formation of our students, promoting the Jesuit Catholic mission of our school, and preparing them for lives of service and leadership in the world. We seek a dynamic and creative individual who is passionate about social justice and committed to providing transformative experiences for our students.

The position is a 10-month tenure-track faculty position with some academic teaching responsibilities. The position reports to the Vice President for Mission Integration and Planning.

Application Process

Interested applicants should submit a cover letter, resume, and a list of three references (who will not be contacted until later in the interview process) by email to Mr. Brian Carney, Interim President/Vice President for Mission Integration and Planning, at:

employment@fordhamprep.org

Qualified applicants, with all the required documents submitted, will be contacted regarding next steps in the interview process.

Fordham Preparatory School is an EOE (Equal Opportunity Employer). The position includes all faculty benefits, including vacation days, medical insurance, retirement plan, and tuition remission at Fordham Preparatory School and Fordham University. Salary is set by the faculty scale based on academic credentials and teaching experience (range \$58-89K).